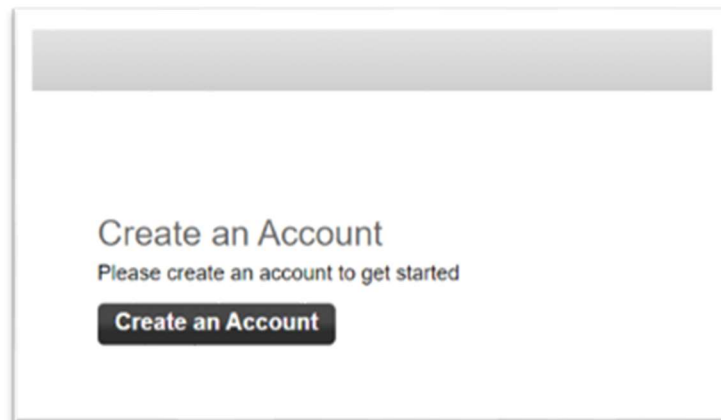
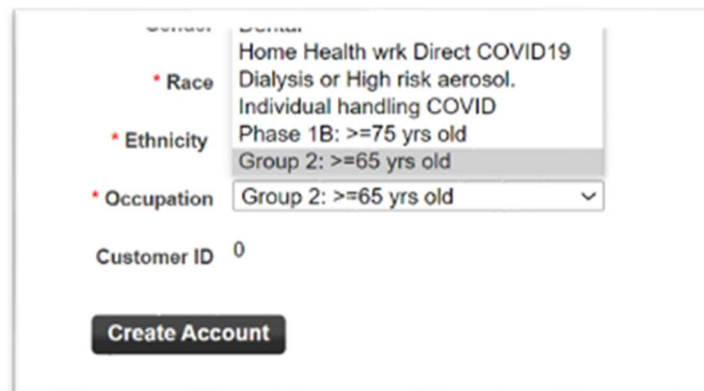


1. Click on Create an Account. If you have created an account in the past and have forgotten your login details, you can click on the “Forgot password?” link to reset your password. Your password for the site will be sent to the email that you provided when you first created your account.

A screenshot of a web page titled "Create an Account". Below the title is the text "Please create an account to get started". At the bottom of the page is a dark button with the text "Create an Account" in white.

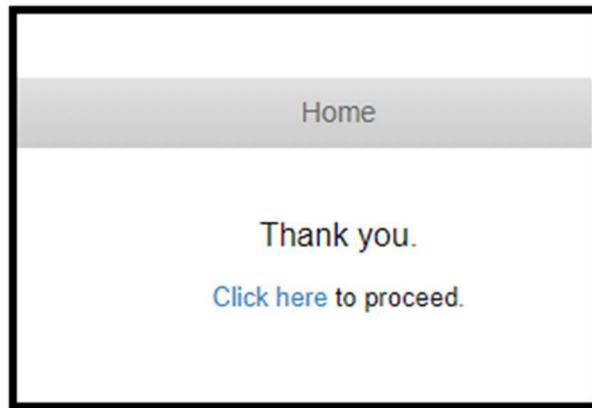
2. You will need to complete the form with the required fields marked with an asterisk (*).

A screenshot of a web form for creating an account. The form has several fields: "Race", "Ethnicity", and "Occupation", each preceded by an asterisk (*). To the right of these fields is a dropdown menu that is open, showing a list of options: "Home Health wrk Direct COVID19", "Dialysis or High risk aerosol.", "Individual handling COVID", "Phase 1B: >=75 yrs old", "Group 2: >=65 yrs old", and "Group 2: >=65 yrs old". Below these fields is a "Customer ID" field with the value "0". At the bottom of the form is a dark button with the text "Create Account" in white.

3. Take note that the bottom portion will ask for an Occupation.
a) For those in **Group 1** (patient-facing health care workers), choose the occupation/category that best describes your role. If you cannot find any occupations that describe what you do, select "HealthWorker w Patient Care."

b) For those in **Group 2** (Adults age 65 and older), please choose “Group 2>=65 yrs old”.

4. Once you have completed your registration, you can click on the “Click here to proceed” link.



5. Follow the scheduling wizard.

6. Read the instructions posted at the top and on the right side of this page as information gets updated regularly.

7. When you log in and see the "Appointment Locator" section on the left side of the screen, click the first box under “Select Service.”

- a) When you see the box drop-down, click "COVID-19 Vaccine Dose #1"

The screenshot shows a web form titled "Appointment Locator". Under "Location Address", it lists "Mecklenburg County Health Dept" and "Charlotte, NC 28211". A paragraph of text provides details about the vaccine site at the Bojangles' Coliseum, including the address (2700 East Independence Blvd, Charlotte, NC 28205) and parking instructions. The form has two dropdown menus: "Select service" and "Select Clinic". The "Select service" dropdown is currently open, showing "COVID-19 Vaccine #1" as the selected option. Below the dropdowns is a "Find Open Time Slots" button. To the right of the form, there is a sidebar with text including "Welcome", "PLEASE", "*if all ap website", "*Si las f disponibil abramo:", "Phase 1. staff and re", and "If you are you are term car".

Appointment Locator

Location Address
Mecklenburg County Health Dept
Charlotte, NC 28211

First dose for COVID19 vaccine appointments are at the Bojangles' Coliseum. Location: 2700 East Independence Blvd. Charlotte, NC 28205. To access parking for the COVID Vaccination site at BOplex, please use the entrance on Briar Creek Road. Briar Creek Road is exit 244 on East Independence Blvd. For close parking, please use sections 10-15 in the parking lot.

Select service

COVID-19 Vaccine #1

Select service

COVID-19 Vaccine #1

Select Clinic

Find Open Time Slots

Welcome

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8. The page will reload and you will see the other box remaining under "Select Clinic." Click the box.
- a) When the box drops down, please select the menu option listed "Vaccine Clinic."

Appointment Locator

Location Address
Mecklenburg County Health Dept
Charlotte, NC 28211

First dose for COVID19 vaccine appointments are at the Bojangles' Coliseum. Location: 2700 East Independence Blvd. Charlotte, NC 28205. To access parking for the COVID Vaccination site at BOplex, please use the entrance on Briar Creek Road. Briar Creek Road is exit 244 on East Independence Blvd. For close parking, please use sections 10-15 in the parking lot.

Select Clinic

Vaccine Clinic
Select Clinic
Vaccine Clinic

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- The page will reload again, showing the final box to click -- a black box listed "Find Open Time Slots" click the box.

Appointment Locator

Location Address
Mecklenburg County Health Dept
Charlotte, NC 28211

First dose for COVID19 vaccine appointments are at the Bojangles' Coliseum. Location: 2700 East Independence Blvd. Charlotte, NC 28205. To access parking for the COVID Vaccination site at BOplex, please use the entrance on Briar Creek Road. Briar Creek Road is exit 244 on East Independence Blvd. For close parking, please use sections 10-15 in the parking lot.

Find Open Time Slots

Welcome

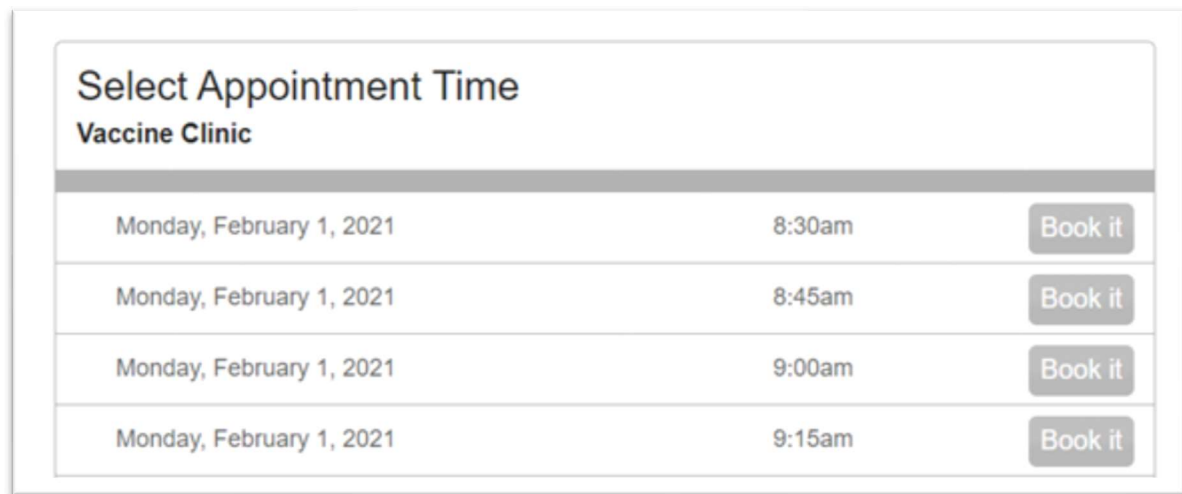
PLEASE

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Phase 1/

- The page will load and display the available appointments down the middle of the screen.

a) Select an appointment if there are currently any displayed.



Select Appointment Time		
Vaccine Clinic		
Monday, February 1, 2021	8:30am	Book it
Monday, February 1, 2021	8:45am	Book it
Monday, February 1, 2021	9:00am	Book it
Monday, February 1, 2021	9:15am	Book it

11. On the right side of the box, you will see a gray box listed “Book Time”

a) Click the “Book Time” box and proceed

12. After you select the available appointment time, follow the instructions to **finalize** your appointment.

a) NOTE: if you select an appointment and see an error message stating that the appointment is “no longer available,” that means that other users have selected the appointment. **You should search for a later appointment date/time.**

13. Finalize your appointment (more information on next page).

- a. Take note of instructions for the location for your appointment as this may change.

Mecklenburg County Health Department Online Appointment Scheduling System

The Mecklenburg health department is encouraging people to get vaccinated in their county of residence. The county is encouraging Atrium Health and Novant Health patients to get the vaccine from the hospital systems.

Appointments found through "xx/xx/xxxx" message shows up after appointment search, please check back soon for additional appointments.

SECOND Dose Appointments: Please visit <https://starmed.care> or call 980-445-9818 (StarMed Hotline).

Appointment Locator

Address: Mecklenburg County Health Dept, 8211
COVID-19 vaccine appointments are at the same location: 2700 East Independence Blvd, NC 28205. To access parking for the appointment site at B-Coplex, please use the entrance Road: Briar Creek Road is exit 244 on East Blvd. For close parking, please use the parking lot.

Selected Appointment

Clinic	Vaccine Clinic
Service	COVID-19 Vaccine #1
Date	Monday, February 15, 2021
Start Time	11:30am

Please ensure to note the date, time and location of your appointment.

If you have insurance coverage, please bring your insurance card on your appointment. Insurance is not required to receive the vaccine. Thank you.

By scheduling for your appointment, you are attesting that you meet current prioritization schedule.

Vaccinations FIRST DOSE will be held at the following locations:
Bojangles' Coliseum.
Location: 2700 East Independence Blvd, Charlotte, NC 28205.

Time Slots


- a) In the box under “E-mail Confirmations and Reminders,” you can enter your email address to get an email confirmation of the appointment.
- b) You have the option to sign up for a text (SMS) reminder. Enter your phone number in the same format that is shown in the example to the right.
- c) If you do NOT want text (SMS) reminders, you must select the option saying “do not send”

Please let us know anything about you that will help during your appointment

E-mail Confirmation and Reminders
Confirmation and reminder e-mails for this appointment will be sent to (separate additional e-mail addresses by commas):

Select SMS Appointments reminder preference (optional)

☒ Send SMS Appointments reminders

Mobile Number  1 Example 000-000-0000

☐ Do not send SMS Appointments reminders

Finalize Appointment

14. MAKE SURE THAT YOU CLICK THE BLACK **“Finalize Appointment”** BUTTON AT THE BOTTOM OF THE SCREEN. If you do not click the button, your appointment will NOT be scheduled.

15. When you finalize the appointment, the page will load to show the green confirmation screen.

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vaccine appointments are at the
cation: 2700 East Independence
75. To access parking for the
at BOplex, please use the entrance
lar Creek Road is exit 244 on East
close parking, please use
king lot.

Selected Appointment

Clinic	Vaccine Clinic
Service	COVID-19 Vaccine #1
Date	Monday, February 15, 2021
Start Time	11:30am

✓ **Your appointment has been confirmed! If an email was entered you will receive a confirmation email shortly.**

If you have insurance coverage, please bring your insurance card during to your appointment. Insurance is not required to receive the vaccine.

If you opted for an text reminder, you will receive a reminder 24 hours prior to your appointment from +1.201.639.8258. Thank you.

If your appointment location is **MCHD Mass Clinic/MCPH Staff**, you will need to go Bojangles' Coliseum.
Location: 2700 East Independence Blvd. Charlotte, NC 28205.

- Scroll down toward the bottom of the green confirmation box to see your **confirmation number**. This is a 7-digit number.
- You will also see an option to print your confirmation, if you would like. A printed confirmation page is NOT required.

Confirmation Number # 0000000

Print Confirmation

[Activate SMS Appointments reminders](#)